

APPROVED 10/01/2008

The meeting was called to order at 7:05 PM by Chairman Charles Kimball. Present were Richard Violette, Charles Kimball, Michael Nygren, Pat Martel, Doug McElroy, School Board Representative Peg Pinkham, Town Administrator Heidi Carlson, Selectmen Gene Cordes, and recording secretary Jeanne Nygren.

Charles Kimball presented the literature he received at the Budget and Finance Workshop that he attended about the Recreation Revolving Fund. He wanted the Budget Committee to see this information in case they may want to consider this type of program being adopted. He thought this may be a good program for the Police details and Fire Department details. He briefly outlined this type of account. Copies were made and provided to the Budget Committee to read. Carlson said we don't do a lot of self funding recreation in the Town. A question was asked if this money goes back into the General Fund if not used and the answer was no. Cordes thought this is something to think about.

Kimball also asked if we have to have two public budget hearings under SB2. Carlson said you only have to have a public hearing for SB2, then a deliberative session, and then it is presented as ballot vote at the poles. A second date was set aside only to be used for a rain date if necessary. The Town petition deadline is January 13th, Tuesday. The School petition deadline is the second week of February. A School Budget hearing also needs to be held.

Andy Kohlhofer had emailed the questions that the Budget Committee requested in the past because he was unable to attend tonight's meeting. He would like them put into a written form with the answers to these questions to be provided by the School Department as per RSA 32:22- review of Town expenditures:

1. The final Sanborn tuition agreement. Nygren said at the end of last year it was left that all the final figures in all the categories needed and additional money appropriated. Pinkham said they are waiting for the auditors' recap of 2007-2008 actual expenditures.
2. The updates monthly on the expenditures from the School Department. Pinkham said she will get these figures from September available at the next meeting and also the 2007-2008 expenditures by category monthly. Martel asked if the breakdown includes benefits and how detailed the manifest is and does it match the vender with the category it was spent in? Pinkham can ask for all expenditures since September this year.
3. Specifics on who was paid for Special Education personnel contracts, in district and out of district, how much they were paid, and how many students served. Martel asked if this printout would be in the grouping as in their budget book.
4. Number of IEPs for specific service and the number of children that received each service. Pinkham said Lewis is working on this and that she needed to get legal advice on what can be provided. She will need a 4-6 week window.
5. A listing of staff, their salary and the amount spent on benefits for each staff, 2007-2008, 2008-2009.
6. Mandated expenditures to be denoted or marked in some way along with the mandate that requires it.

7. Daily number of children that ride the late bus. Pinkham said a monthly listing will be provided but not until the end of September.
8. List of Special Education contracts and how much paid to each. Martel asked on the private tuition and is there is a breakdown by vendor?
9. McElroy added one question regarding where the money to fund the rent of the SAU office (during the 2007-2008 school year) was transferred from (what budget line). Last year it wasn't known where it would be transferred from (as it had not been in the initial budget).

Pinkham also handed out a letter on the interpretation of the Evergreen Statute that was recently passed and how it might affect the School Budget and the contract agreements negotiated from last year. Nygren also wanted to know how the new Principal is being paid, monthly or contract? Pinkham said this is contract with no benefits and she believes \$575.00 a day is the rate. This money was already in their budget and that is the amount that was offered to him.

Kimball said this information that was asked for will help the Budget Committee in making their decisions when it comes time for the School Budget. Martel asked if the tuition to Sanborn is a projected figure or actual and will it go over. Pinkham wasn't sure because they didn't know the actual number of children attending there now to obtain this figure.

Cordes left the meeting at 8:00 PM to attend the Planning Board meeting in session downstairs and will be available if needed by the Budget Committee. The Planning Board needed Cordes to make their quorum.

Nygren commented on last years figures. Pinkham said a recap by vender each month will be a lot of work and that quarterly would be reasonable.

Kimball wanted to go through the meeting minutes of the prior meeting for approval. A motion to approve the minutes of the September 10, 2008 meeting was made by Violette and seconded by McElroy. This was approved, Pinkham abstained.

A motion to approve the minutes of the September 17, 2008 meeting was made by McElroy and seconded by Nygren. This was approved, Pinkham abstained.

Violette asked if we were discussing the matrix. He asked the question was it the Town's employees responsibility to provide the information regarding their job. Carlson answered yes and that it asked of the employee what their job was. Carlson said the representative from the LGC came and explained what was expected of the employees. Martel asked if this was the same group that did this study six years ago? Carlson said yes, and in addition, they do a wage summary of most New Hampshire towns annually. Carlson said the charge for this study was \$250.00 per position and included updated job descriptions. A letter back from Cox was received regarding the scales and steps. Nygren said when matrix is done over that length of time is not reasonable to be conducive to keep employees. He feels that the cost of living increase should come after an employee is at their top step. Every agency he has been faced with throwing out the 20 year plans and that 8 to 10 year is considered the normal. Carlson said Janvrin also brought up the step levels. Carlson said this study is done and compared to the same size towns and demographic area.

Pinkham asked when you do these studies do you use the household number, we as a Budget Committee when looking at surrounding communities and look at their tax equalization. Pinkham asked if the Treasurer got her system. No was the answer and Pinkham can get her a donated computer. Pinkham

also told Carlson when ever buying equipment she can get a better price at her cost. McElroy asked if any budgets are using the matrix. The Selectmen are using it and placing employees where they should be. Janvrin is not finished with the Selectmen yet and should be slated in 2 weeks for the Budget Committee.

The Library will also be scheduled to present their budget. The elected official's stipends will go on the warrant. The Fire Chief stipend was one of the positions that didn't have a lot of data.

Carlson wanted to know if the Committee needed any more information on the wage study. Violette went through studies his company has done and how this was done. Violette said pay people for what they are worth and not what they do. Carlson handed out information to be reviewed next week, information from the Police Chief with the outstanding questions requested by the Budget Committee. He will be here on October 15, 2008.

4215-RAYMOND AMBULANCE SERVICES

Carlson said this represents the same amount as last year with a 5 year contract that covers the ambulance being available all the time. This line is the same at \$5500.00. The Selectmen recommended the \$5500.00.

At the meeting next week the Budget Committee will be going through the Direct Assistance and Election and Registration budgets.

A motion to adjourn the meeting at 9:05 PM was made by Nygren, Violette seconded. All were in favor.

Respectfully submitted,

Jeanne Nygren
Recording Secretary